# Wyoming Public Health Laboratory Web Portal (LWP)

# **Quick Start Guide**





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This document provides a quick overview of the Lab Web Portal **functionality**. Its goal is to guide you in performing basic portal tasks, like submitting test orders to the Wyoming State Public Health Laboratory, monitoring testing progress, and accessing published reports. Its content may differ in some details from implementation to implementation.

**Document Revision History** 

Revision	Author	Date	Status and Description
1.0.	Laura Corvin	04-21-2020	Document created.
1.1.	Andrew Sinyaver	04-23-2020	Updated screenshots and formatting.
1.2.	Marina Goldshtein	06-13-2020	Updated screenshots and formatting. Added the Batch Test Ordering section.
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2.0	Elizabeth White	07-26-2021	Full LWP implementation
2.1	Elizabeth White	08-09-2021	Patient ID and Facility Specimen ID
2.2	Elizabeth White	01-25-2024	Added Cancellation instructions

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# Welcome to Lab Web Portal (LWP)

# The Production URL

Access the Portal login page by using the following URL: https://lwp-web.aimsplatform.com/wy/#/auth/login



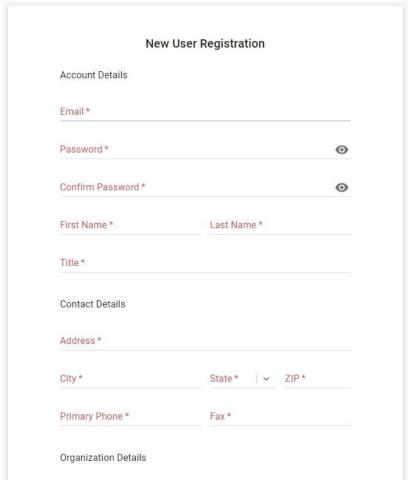
- Click **Order Support** link at the bottom of the page to view lab contacts and information on where to send your specimens.
- Click **Technical Support** link at the bottom of the page for technical support contacts.

# **Create New Account**

1. Click **New User Registration** link under the **Login** button.

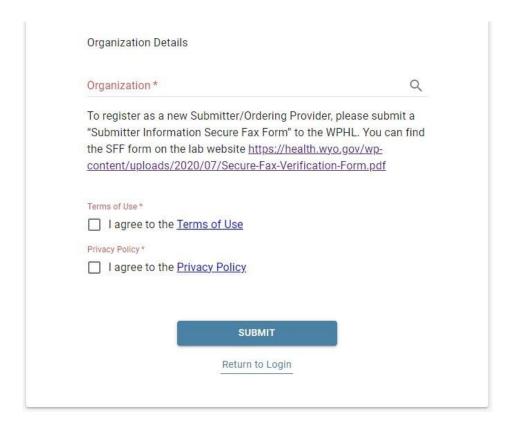


- New User Registration page is displayed.
  - Under the **Email** add an active work associated email, it will be used as a username.
  - Complete the rest of the fields



 Start typing the name of your submitting facility into **Organization** field to see if it already exists in the portal. If a match is found, select your facility from the popup list.

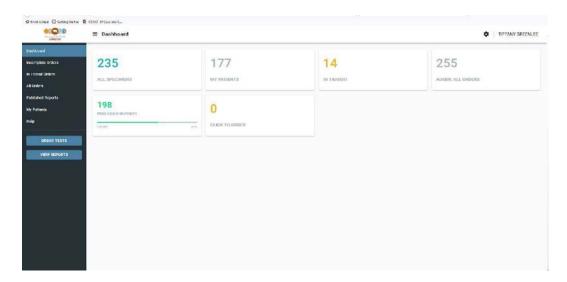
- o If the name of your submitting facility is not in the **Organization** field please contact wdh-etor@wyo.gov.
- Review "Term of Use" and "Privacy Policy" documents by clicking on the links. Check the boxes next to "Terms of Use-", "Privacy Policy" to agree.
   Agreement is required to request access.



- Click on **Submit** to complete user registration process. A New User registration request will be sent to the portal admin for approval.
- Once the request is approved, the user will be notified via email and will be able to login to the portal.
- Once you have received an email indicating "Registration Received" and "Access Approved" please navigate back to the login page, type in the username and password and click on Login button to access the Portal.

# **Navigating the LWP**

# **The Navigation Panel**



- Dashboard is the first page you will see after logging into the Portal. It is the
  "control center" of the LWP where you can view key performance indicators and
  charts, track status of the existing test order, and view published patient reports.
  The Dashboard is editable: click on the on the upper right corner, next
  to your name;
- **Incomplete Orders** started, but not yet submitted orders;
- In Transit Orders orders that have been submitted but not yet received by the lab:
- All Orders all samples submitted by user organization regardless of status;
- **Published Reports** orders with published reports. Shows all orders with published reports per user organization. Orders with unread (not viewed) reports are shown in bold; orders with read (viewed) reports are shown in normal font;
- My Patients view your patients' list;
- Help view portal help.
- Collapse the Navigation Panel by clicking the = button next to the logo in the upper left corner. This functionality applies to other pages in the portal as well.

**NOTE:** Not every user role has access to all of the options.

# The Call-to-Action buttons

There are 3 blue buttons on the bottom left side of the Navigation Panel.

**Order Tests** – order tests using a preconfigured Test Requisition Form;

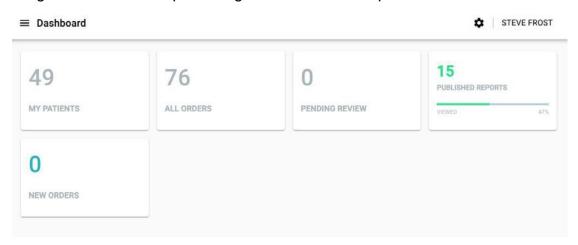
Batch Orders - upload multiple test orders at once.

**View Reports** – view all "unread" reports published for user organization;

### The Tiles

The tiles you see on your Dashboard are your counters and key performance indicators. Click to open relevant data grids.

Number on top indicates total number of published reports for user organization Progress bar indicates percentage of the "viewed" reports vs. "not viewed".

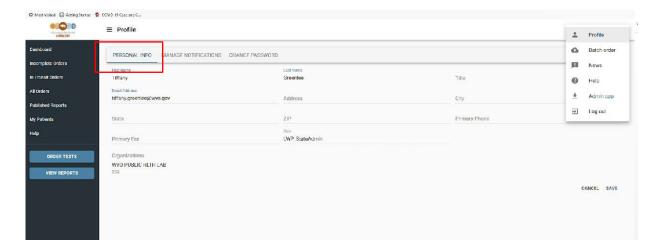


# **User Drop-Down Menu**

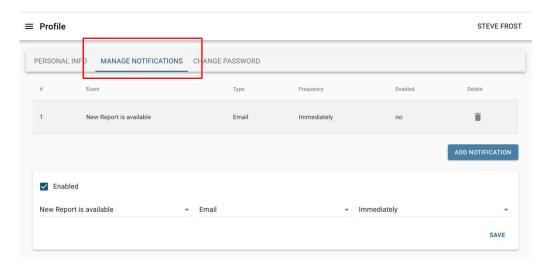
The drop-down menu on the upper right corner offers additional resources.

## **Profile**

Personal Info – view and edit your personal information;

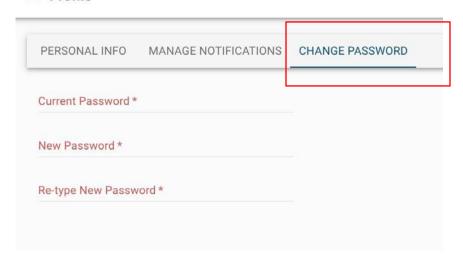


• Manage Notifications - add personal preferences for Portal notification events;



• **Change Password** – use to change your password.





News - view portal news/announcements.

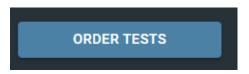
**Help** – Portal resources and frequently asked questions

**Log out** – to log out of Portal

# **Order Tests**

# **Test Requisition Form (TRF)**

1. Click **ORDER TESTS** Call-to-Action button



**Note:** You may have access to one or multiple forms depending on your user role.

# Microbiology Testing

Bacteriology, Immunology/Serology, Preparedness Laboratory/Biothreat Agent, and non-Respiratory Pathogen Molecular Testing

# Molecular Respiratory Pathogen Testing

Molecular testing for Influenza, SARS-CoV-2, and Respiratory Panel

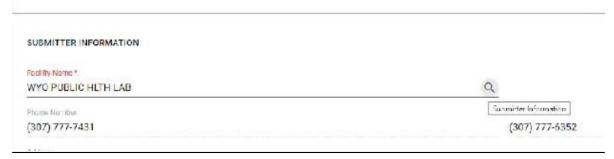
Find the tile to the right of the Navigation Panel for the testing that you wish to order. Click on tile for either the Microbiology Testing or Molecular Respiratory Pathogen Testing Test Request Form (TRF);

**Note**: the fields that are required are indicated in red with an asterisk.

Submitter Information section of TRF:

**Facility Name**: will be based on your facility affiliation. If you are affiliated with a single facility the name will automatically be displayed. If you are associated with multiple facilities, you can choose one associated with the test order by clicking the **magnifying glass** button, selecting a facility

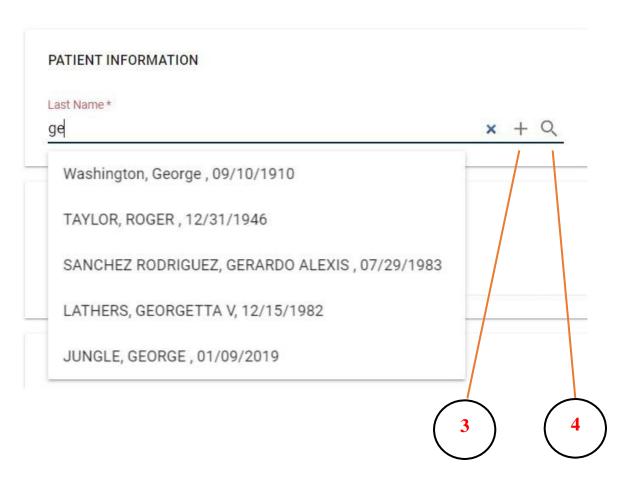
in the lookup and clicking Select.



- **Patient Information section of TRF:** start typing the patient's name in "Last name" and select from the drop-down options;

**Note**: Confirm the DOB match to your patient's information

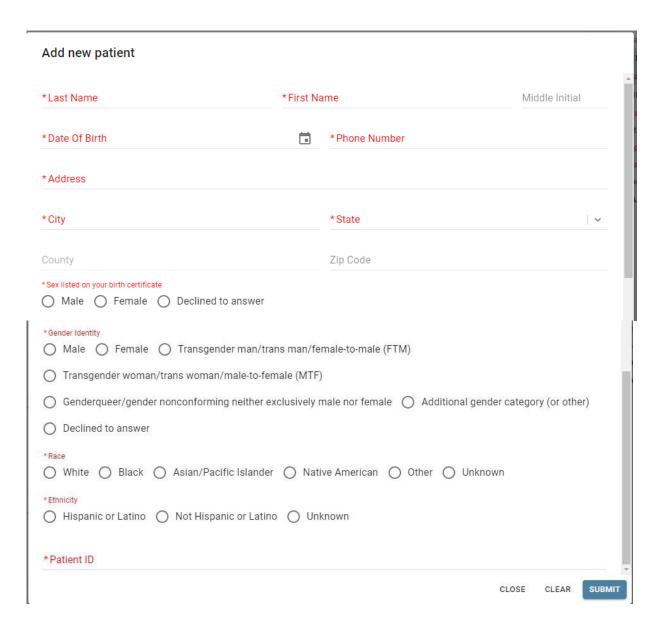
3. **Add** – add a new patient with the <sup>+</sup> icon, only after confirming that the patient is not in the system by using the detailed lookup.



4. **Search –** open more detailed lookup;

Use "Add new patient" form to enter all the necessary patient information and click **Submit**. New patient will be added to the system and related information propagated to the main form.

**Note**: Several new fields have been added to the Patient Information, including Gender Identity and Patient ID. These are required fields indicated in red with an asterisk. Patient ID is a value that your facility uses to identify the patient. Examples include the patient medical record number or date of birth.



Edit Patient information by clicking on icon.

Delete selected patient information by clicking on icon.

# Testing Information section of TRF:

Choose the **Date/Time Collected** from Calendar icon or type the desired date and time.

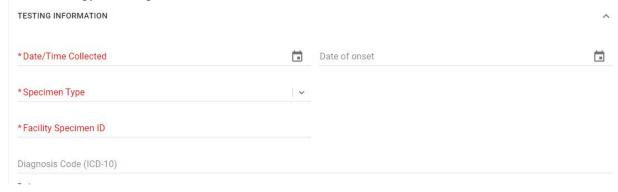
Choose the **Date of onset of illness** for the patient, if applicable. Select

**Specimen Type** from the list of available values;

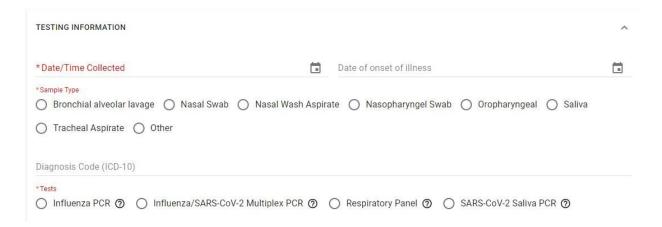
Enter the Facility Specimen ID; this is a value that your facility uses to

identify the sample. If your facility does not have a Specimen ID enter an asterisk (\*) into this field.

# Microbiology Testing TRF-



# Molecular Respiratory Pathogen Testing TRF-

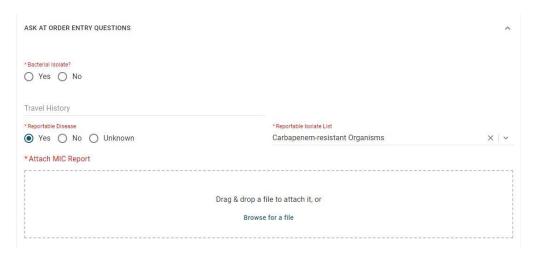


Ask at order entry questions section of the TRF:
 Some tests require additional questions or epidemiological information to be answered before the sample can be sent for testing.

**Note**: the fields that are required are indicated in red with an asterisk.



**Note**: For some Bacteriology tests a .pdf upload contains MIC values is also required.



5. Click **Submit** button upon the completion to submit your order.

**Note**: If any of the required fields are not populated or populated incorrectly, an error will appear to show the missing fields. User can click on any field in the dialog and get navigated to the exact place where field is located on the form to correct the issue.

Once test order is ready to be submitted, "Certification of Test Order" message is displayed. User needs to click AGREE to move forward.

### Certification of Test Order

By submitting this order for testing, I hereby certify as follows:

- The ordering provider is an individual authorized under State law to order tests or receive test results, or both.
- I certify that the information submitted is true and correct to the best of my knowledge.



Once test order has been submitted, confirmation message is displayed.

**Note:** the Portal Order ID (in bold below) uniquely identifies the test order in the system.



- a. Click **Copy Order** to continue adding more orders for your facility. It will copy all the information from the current order except patient information.
- b. Click **Print** button to print the Order manifest in a PDF format.

**Note**: the barcode in the upper right corner represents the Portal Order ID.



# A printed copy of the manifest should always accompany the specimen.

The Order manifest can be accessed at any point by clicking on the value under Portal Id column in the **All Orders** data grid.

# **Saving Test Orders**

Incomplete test orders can be saved to be completed and submitted later.

- Click the **Save** button in the bottom right corner of the TRF.
- Click **Yes** in the dialog below.

# Save order Would you like to save this order? NO YES

Confirmation message is displayed.

**Note:** the Portal Order ID uniquely identifies test order in the system.

# Order saved

Your test order has been saved as OIDIL200000013 in Incomplete Orders.

CLOSE

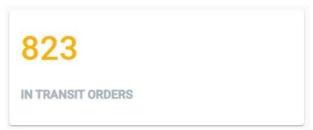
The saved order will be placed in the **Incomplete Orders**. A navigation link will be accessible on the **Dashboard**.

To retrieve the saved order, go to the **Incomplete Orders** navigation link, locate the order record and click on it.

To discard saved order, click on icon.

# **Cancelling Orders**

Test orders can be only be cancelled if sample are still 'In Transit'. To cancel a test order select the 'In Transit' tile from the dashboard.



Locate the sample that you want to cancel and click the circle with the X in the middle.



Complete the reason for the cancellation. This will be displayed in the comments section on the portal.



The canceled samples will display greyed out and italicized.



**Note:** Canceled submissions cannot be brought back. If you accidentally cancel a test you will need to resubmit the sample.

# **Batch Order**

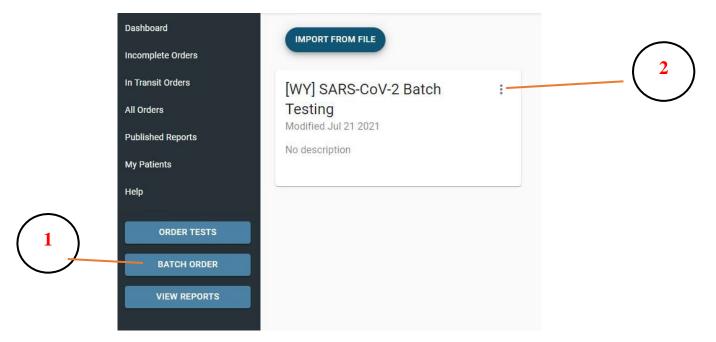
Upload multiple test orders at once.

**Note:** Not every user role has access to this option. If you need access to Batch Order please contact wdh-etor@wyo.gov.

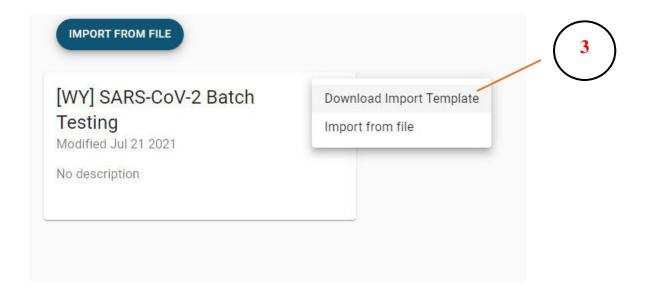
Download the **Import Template** that has all the required fields and response options required for the Batch Upload <u>prior</u> to specimen collection and submission. This is important in order to correctly gather the required order fields and patient information.

# To Download the Excel Spreadsheet

1. Click BATCH ORDER button on the Dashboard.

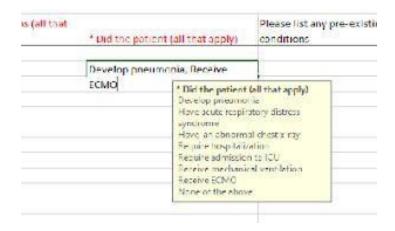


- 2. Click the 3-button link on the upper corner of the tile.
- 3. Select **Download Import Template** from the two menu options to automatically download the .xlsx file template.



4. Open the saved Excel Spreadsheet and fill the required details in the fields.

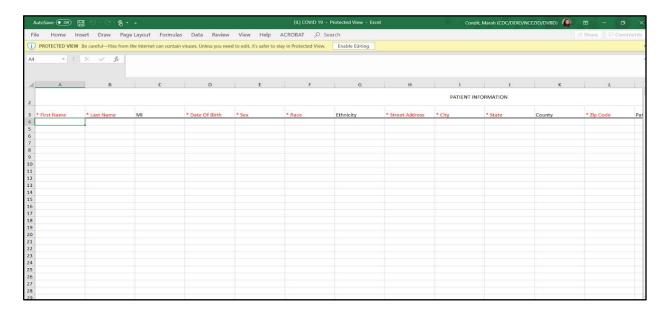
**Note**: Dropdown menus exist for single choice questions. You must type in answers separated by commas for multi choice questions. These must be typed with correct spelling exactly as they appear in the question. A yellow tool tip box will appear if you hover over the cell with question answers.



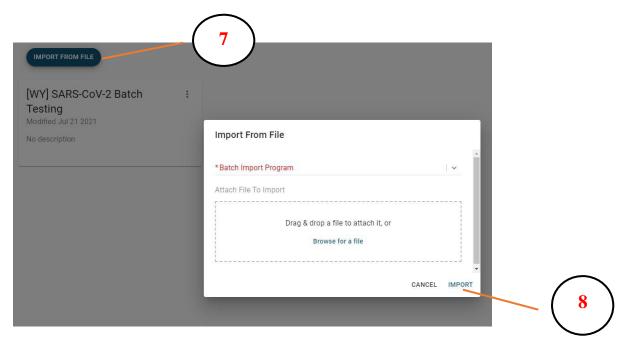
5. Enter one line for each specimen that is being submitted.

Requirements of the **Batch Upload template**:

- All fields in red are required
- ALWAYS download it for every use



- 6. Click blue Import From File button.
- 7. Attach file and click Import.



8. Select **[WY] SARS-CoV-2 Batch Testing** from the drop down list and then click **IMPORT**.

When the file is imported a validation is performed. If the file fails validation a warning message will display.

# Warning

Some records were imported with errors. Hover over the ( icon) on the left of the record to view the details.

Please correct the errors by populating the missing fields in the grid or delete and reimport the corrected record from spreadsheet.

CLOSE

Select **Close** to correct errors.

Click **Submit** in the bottom right corner to import samples into the system.

# Submit

Are you sure you want to submit 1 selected records?

CANCEL

SUBMIT

Click **Submit** again to complete the import.

# **Records Submitted**

Records have been successfully submitted.

CLOSE

# Select Close

A printed copy of the matching specimen manifest should always accompany each specimen.

- 1. The order manifests can be accessed and printed by accessing the In Transit Orders data grid.
- 2. Select all the orders needed using the checkbox on the left of each entry
- 3. Click **Print** button to print the Order manifests in a combined PDF format.

# **Accessing Orders, Reports and Patients**

# **Tracking Order Status**

To see a status of your test order, open **All Orders** grid, locate your order and look for a value in the **Status** column. It can be one of the following:

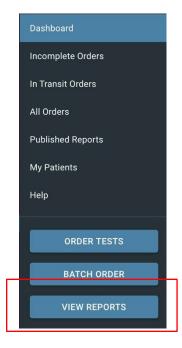
- InTransit order has been submitted but not yet received by the lab
- ReceivedInLab order has been received in lab but not yet tested
- **InProcess** order is being tested by the lab
- Released testing is done, order is released, results reports published
- Canceled order is canceled

To view order related events across time, open **All Specimens** grid, locate your order and hover over **\*** icon:



# **Viewing Reports**

Click the **VIEW REPORTS** Call-to-Action button in the navigation bar to view new (i.e. unread) published reports.



# The **Unread Reports** grid is displayed.

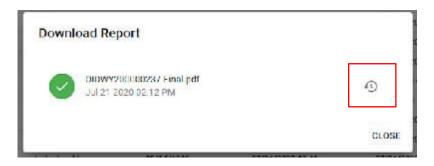
- Unread orders are displayed in bold.
- Once report has been viewed, the order disappears from the Unread Reports grid and moves to the Published Reports grid.
- Click on icon to view all published patient reports associated with an order.

Note: Latest report always appears on top.

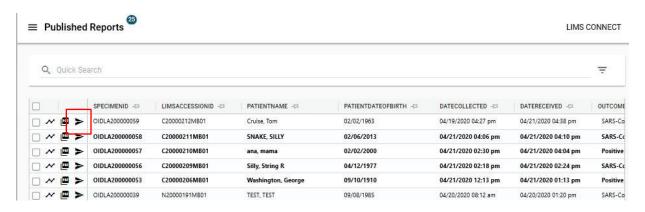
Unopened report will have a "NEW" tag in red and no checkmark inside the green circle. The type of the report (Final, etc.) will be displayed as a part of the PDF name.



Use to open report history which provides an audit trail of all the actions taken on the report (viewing, sharing, etc.)

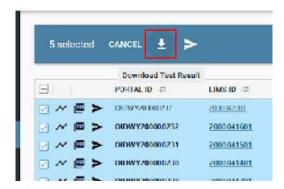


Click on icon to share published patient report with a 3<sup>rd</sup> party. Populate Subject, Email addresses, Message and click Submit



Note: recipient will get temporary access to the portal to download shared reports.

To download or share multiple patient reports at once, select multiple orders and then click on to download a single PDF with multiple patient reports to share multiple patient reports at once. Results Reports can also be viewed in the **All Orders** data grid.



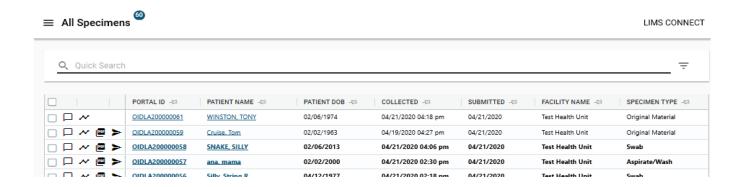
# **Data grids**

Click on any column in the grid to order by it. To order by multiple columns, click and hold Shift and click on the columns to order.

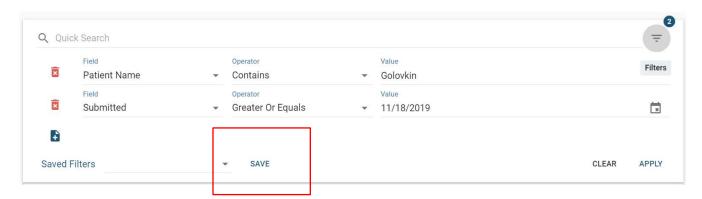
Click on to pin one or multiple columns to the left side of the grid.

### **Quick Search**

Use "Quick Search" box at the top to search across all columns in the grid:



Click on = button to open filter panel for advance search options like searching on multiple fields at the same time, use date ranges, etc.



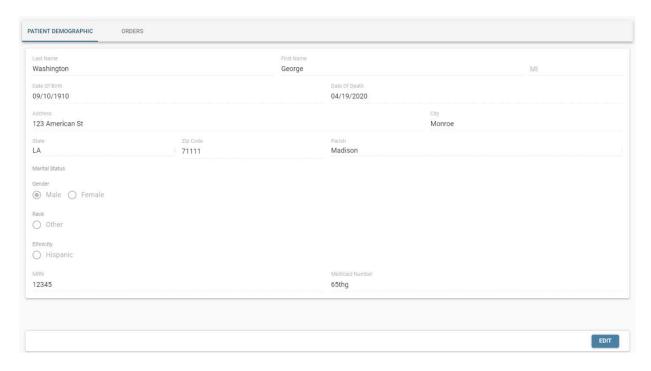
Use the SAVE button to save filters for repeated searches.

# **Patient Information**

To access your patients at any time, click on **My Patients** link in the navigation bar. Search and click on the patient record to open patient information page.

**Note:** Patient page can also be accessed from All Orders grid by clicking on a Patient Name link.

**Patient Demographics** page – displays patient demographic information. Information can be edited and saved.



**Orders** – displays all submitted orders for the patient. In addition to being patient specific, orders are also filtered by organizations user has access

